

Midland Public Library

Policy Type: **Governance**
Policy Title: **Duties and Responsibilities of
Individual Board Members**

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The Library Board expects its members to understand the extent of their authority and to use it appropriately. This policy sets out the obligations of individual Board members. While an individual Board member has a number of responsibilities, outside of a meeting of the Library Board they have no authority to make decisions.

1. Each Board member is expected to become a productive participant in exercising the duties of the Board as a whole.
2. Individual members of the Library Board are responsible for exercising a **Duty of Diligence** as follows:
 - a) be informed of legislation under which the library exists, Board bylaws, mission, vision and values
 - b) be informed about the activities of the library and the community and issues that affect the library
 - c) be prepared for all Board meetings and
 - d) attend Board meetings regularly, contribute from personal and professional experience, and use meeting time productively.
 - e) Being active in and prepared for committee work.
 - f) Be an advocate for the library in the community.
3. Individual members of the Library Board are responsible for exercising a **Duty of Loyalty**, as follows:
 - a) adhere to the regulations of the ***Municipal Conflict of Interest Act***. R.S.O. 1990, c. M50
 - b) act in the interest of the library members and community over and above other interest group involvement, membership on other Boards, council or personal interest
 - c) speak with “one voice” once a decision is reached and a resolution is passed by the Library Board
 - d) represent and advocate for the library in a beneficial manner to the community.
4. Individual members of the Library Board are responsible for exercising a **Duty of Care**, as follows:
 - a) promote a high level of library service
 - b) consider information gathered in preparation for decision making

- c) offer personal perspective and opinions on issues that are subject to Library Board discussion and decisions
- d) show respect for the opinions of others
- e) assume no authority to make decisions outside of Board meetings.
- f) Understand and follow the distinctions of the roles of the Library Board regarding governance versus those of employees, daily management, and operations.
- g) understand the fact that no board member can individually direct the Chief Executive Officer (CEO) or the employees.
- h) respect the confidential nature of library service to users while being aware of, and in compliance with, applicable laws governing freedom of information.
- i) resist censorship of library materials by groups or individuals

Related Documents:

Midland Public Library. ***BL 04 - Powers and Duties of the Board***

Midland Public Library. ***Gov 01 - Purpose of the Board***

Municipal Conflict of Interest Act, R.S.O. 1990, c. M50